

FBIS-1536/87

12 NOV 1987

MEMORANDUM FOR: Director of Personnel

VIA: Chief Nurse  
Office of Medical Services

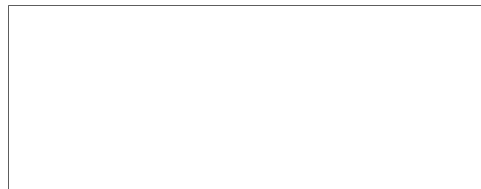
FROM: [REDACTED] STAT  
Director, Foreign Broadcast Information Service

SUBJECT: Request for Advance Sick Leave - [REDACTED] STAT

1. Paragraph 3 of this memorandum requests your approval of 48 hours of advance sick leave for [REDACTED] STAT

2. [REDACTED] is an IS-02 secretary with the Budget and Finance Staff of FBIS. She was involved in an automobile accident on the 19th of October 1987. Due to injuries sustained in the accident, [REDACTED] was absent from work from 26 October to 30 October and on 3 November 1987. As of pay period 22 ending 24 October 1987, [REDACTED] had 24 hours annual leave and only 5 hours sick leave. STAT

3. As [REDACTED] is a valued FBIS employee, I recommend that her request be approved. STAT



Attachment:  
Physician's Statement

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Request for Advanced Sick Leave

[Redacted Box]

IS-02

STAT

CONCUR:

\_\_\_\_\_  
Chief Nurse

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

Distribution:

Orig - Adresse w/atts (Return to FBIS/PERS)

1 - D/FBIS Chrono (wo/atts)

1 - RWM (wo/atts)

1 - PB Chrono (wo/atts)

1 - FBIS Registry (wo/atts)

1 - [Redacted Box] - 201 File w/atts

1 - Chief Nurse

1 - D/Personnel (w/atts)

PERS/FBIS/DS&T [Redacted Box] /10Nov87

STAT

STAT

ADMINISTRATIVE - INTERNAL USE ONLY